

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

July 19, 2006
Reference #FY06-27

Position Title: Records Clerk

Location: Office of the Clerk, 40 Foley Square, NYC

Salary Range: Starting salary CL 22 - (\$24,785 to \$30,982)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: The Records Clerk retrieves, sorts, classifies, distributes and files case records, monitors proper access to records and maintains timely and accurate filing of documents. The Records Clerk makes copies of records; prepares and ships records to the appropriate Federal Records Center; assists in opening, sorting, classifying and distributing mail, handles telephone inquiries and performs other duties as assigned. Lifting of heavy boxes may be required at times.

Requirements: To qualify for a position at the CL 22 level, applicants must be high school graduates or equivalent and have at least one year of general office experience. Applicants should have excellent organizational and communication skills.

Application Procedure: Please submit a cover letter and two (2) résumés to:

United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY06-27

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER